

Update: 2023 W-2 and 1095C Paperless Option

December 5, 2023

Reference Number: NFC- 1701725922

Dear Customer,

This is an update to the notification provided on November 15, 2023. The National Finance Center (NFC) is encouraging all employees to choose the paperless option for their 2023 Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement, and 1095-C Form, Employer-Provided Health Insurance Option.

The paperless option can be accessed through the Employee Personal Page (EPP). A feature has been added in EPP under the Preferences tab called "Change Paper W-2/1095-C" to enable employees to opt out of the paper option. The deadline has been extended from December 1 to **December 16**. Employees wishing to make this election must do so by 11:59 p.m. central standard time (CST) on December 16. If no election is made employees will receive a mailed copy of both forms.

A popup message was added to the Employee Personal Page (EPP) to prompt employees to opt out of having their W-2/1095-C mailed. The reminder will be displayed every time users who have not signed up for the paperless option for W-2 and 1095-C log in to EPP applications. The message will be displayed after the user confirms the Address Verification pop-up.

If an employee has already opted out no action is needed. The employee will remain in the same status of paperless delivery.

Below you will see an example of how to opt out of receiving paper copies of both W-2/1095-C.

HOW TO OPT OUT OF HAVING YOUR W-2 & 1095-C MAILED

myEPP

Pay Period Calendar Help Contact Us Log Out

JOHN DOE

- Home
 - Financial Disclosure
 - Leave Calculator
 - Benefits Statement
- Personal Info
 - Debt Management
 - Direct Deposit
 - E&L Statements
 - ERI, Gender, & Disability
 - Financial Allotments
 - Federal Tax (W-4)
 - Health Insurance
 - Health Savings Account
 - Leave
 - Residence Address
 - State Tax
 - Third Party Debts
 - TSP
 - TSP Catch-Up
 - Vet Status & Preference
 - W-2
 - 1095-C
 - Miscellaneous
- Preferences
 - Change Email Addresses
 - Change Paper W-2 & 1095-C

Change Paper W-2 & 1095-C

The "Paper W-2 and 1095-C" option allows you to continue to receive your W-2 and 1095-C by mail.

To stop receiving your W-2 and 1095-C by mail, click the Paperless button below.

Paperless

Changes today will affect how your W-2 and 1095-C is received.

Self-Service History		
Year	W-2 & 1095-C Selection	Date Changed
2020	Paper	1/8/2020 15:05
	Paperless	12/15/2015 13:04
	Paper	12/15/2015 13:04
	Paperless	11/24/2015 13:06
	Paper	10/29/2015 15:07
	Paperless	10/29/2015 14:22
	Paper	10/29/2015 13:52
	Paperless	10/29/2015 13:48
	Paper	10/29/2015 13:43
	Paperless	10/29/2015 13:42

myEPP

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 - Third Party Debts
 - TSP
 - TSP Catch-Up
 - Vet Status & Preference
 - W-2
 - 1095-C
 - Miscellaneous
- Preferences
 - Change Email Addresses
 - Change Paper W-2 & 1095-C
 - Change Password
 - Change Two-Step Authentication

Change Paper W-2 & 1095-C

ATTENTION: You have elected to stop receiving your W-2 and 1095-C by mail.

Your selection must be confirmed in order to become valid. If no selection is made, you will continue to receive your W-2 and 1095-C by mail.

Please make sure that your contact information is current.

Cancel Confirm

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or the ServiceNow Customer Service Portal at:

- Federated Users: <https://nfcbsm.servicenowservices.com>
- Non-Federated Users: https://nfcbsm.servicenowservices.com/sp_ess